

<i><b>Years of Experiences</b></i>		Less than 2 year	frm 2 to 5 years	frm 5 to 8 years	frm 8 to 11 years	frm 11 to 15 years	frm 15 to 20	More than 20 years
<b>Level of Education</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
Minimum Education Ability to read & write	1	20	24	30				
Completion of basic education (9years of schooling)	2	30	37	46	55			
Completion of secondary education (12years of schooling)	3	38	46	55	65	75		
Diploma of 2 years after secondary schooling	4	46	55	65	75	85	97	110
Bachelor degree in a discipline related to the job	5	55	65	75	85	97	110	125
Master degree or post-graduates studies	6	65	75	85	97	110	125	140

<b><i>Effects of Actions &amp; Decisions</i></b>		Minimum effect, Controllable	Limited and controllable	Significant within the work area, but controllable	considerable on one or more function, may not easy controlled	Heavy effect on one or more function, could not be controlled	Serious effect on the company, not controllable	Serious external effect on the company
<b>Supervision Received</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
Close detailed check frequently	1	10	13	15	17	19	22	25
worked checked in details when finished	2	13	16	18	20	23	26	30
complete review of basic work elements	3	16	19	21	24	28	32	37
review of main points with respect with work procedures	4	19	22	25	30	35	40	46
general review of completed work with respect to policies	5	22	25	30	36	43	50	57
Review of achievements with respect to targets	6	25	29	35	44	53	62	72

<b>Highest Level Supervised</b>		Workers & clerks		Skilled & senior clerks		Officers & Specialists		Supervisors & Section heads		Line Managers		Operation Managers	
		<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>		<b>E</b>		<b>F</b>	
<b>Number Supervised</b>		<b>p</b>	<b>f</b>	<b>p</b>	<b>f</b>	<b>p</b>	<b>f</b>	<b>p</b>	<b>f</b>	<b>p</b>	<b>f</b>	<b>p</b>	<b>f</b>
1 to 3	<b>1</b>	3	6	4	7	5	9	6	11	8	15	10	20
4 to 7	<b>2</b>	4	8	5	9	6	11	8	14	9	18	12	24
8 to 12	<b>3</b>	5	10	6	12	7	14	9	17	11	22		
13 to 19	<b>4</b>	6	12	8	15	9	18	11	22				
20 to 29	<b>5</b>	8	16	10	20	12	24						
more than 30	<b>6</b>	11	22	13	26								

<b>Highest level contacted</b>		Same level	Next higher Level	Middle Management	Top Management
<b>Purpose of contacts</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Routine contacts regarding the day to day work	1	10	13	15	17
Exchange of information	2	13	16	18	20
Take / give information / instructions	3	16	19	21	24
present ideas, get approval , maintain cooperation	4	19	22	25	30

Coordinate activities	5	22	25	30	36
Negotiate / convince others/ solve problems on major issues	6	25	29	35	44

		Percentage of time spent in exerting the physical efforts		
		15% - 30 % of the job total time	31% - 60 % of the job total time	over 60% of the job total time
		a	b	c
Little, including standing, walking, or handling weights of 2 - 8 Kg.	1	2	6	10
Moderate, including pulling, pushing, handling weights over 8 Kg to 15 Kg.	2	6	10	15
Significant, including bending, climbing, handling weights over 15 KG	3	10	15	23

Grade	Cut off Points		Grade Range
	From	To	
12		75	
11	76	85	10
10	86	95	10
9	96	110	15

<b>8</b>	111	125	15
<b>7</b>	126	140	15
<b>6</b>	141	170	30
<b>5</b>	171	200	30
<b>4</b>	201	230	30
<b>3</b>	231	260	30
<b>2</b>	261	290	30
<b>1</b>	291	320	30